

POSITION: First Steps Team Leader

ORGANIZATION: Hopewell Center

STATUS: Part-time I

DIVISION: Children's Services

FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

DUTIES:

- Maintains client files, filing all reports, documentation of services provided and other paperwork as appropriate.
- Maintains frequent communication with therapists, service coordinators and families to provide assistance and support.
- Tracks new referrals, communicating with available therapists and service coordinators.
- Tracks therapist availability.
- Receives and processes paperwork from Systems Point of Entry (SPOE) and service coordinators to be distributed to therapists.
- Monitors report due dates, coordinate joint reports among therapists.
- Updates First Steps database, program evaluation data and other tracking mechanisms as needed.
- Tracks dates for therapists including, but not limited to, criminal history check, insurance, credential/training dates and contracts.
- Receives and processes bi-weekly billing and invoices from therapists. Coordinates billing issues with accounting clerk.

I. JOB REQUIREMENTS:

High School diploma or GED.

Knowledge of educational needs of developmentally disabled children.

Knowledge of standard English grammar, spelling, and punctuation, with ability to maintain records of client activities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Knowledge of social service agencies and community resources.

Ability to operate a variety of modern office equipment, including computer terminal and printer, copier, fax machine and telephone.

Ability to follow all personnel policies and rules of the organization

Ability to maintain confidentiality.

Refer letters of interest to Julianne Jarrell, Children's Services Director

Posted 11/16/2011